



ST. THOMAS HIGH SCHOOL

BASILIAN FATHERS · 1900

ANNUAL GIVING PROGRAM COORDINATOR

We are currently seeking an **Annual Giving Program Coordinator** to lead one of the most important fund raising efforts at St. Thomas High School. This role requires superb organizational, communication, and outreach skills as well as the ability to manage and implement events. This person will be heavily involved in the stewardship process of the Annual Fund and communicating and working with the Alumni Director.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of **Annual Giving Program Coordinator**. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Develop and execute an Annual Fund calendar to include events, mailings, electronic communications, promotions, and reminders.
- Manage stewardship process of the Annual Fund, including strategizing outreach to current parents and alumni.
- Prepare weekly and end of year reports, analyses by segment, and dashboards.
- Provide leadership to Annual Fund volunteers through training, recruitment, and evaluation.
- Coordinate and collaborate with other team members to assist with Annual Fund Kickoff, give-away events, Goodness Discipline & Knowledge dinner, and other Advancement events, projects, activities, and programs. Maintain donor database by conducting daily input of donations pledge coordination, donor acknowledgement, and tax receipts as well as reviewing and scrubbing data.
- Provide donor lists, labels, and administrative information and support.
- Other duties as assigned.

SKILLS

- Excellent communication and interpersonal skills, including strong written, verbal, and organizational skills.
- Ability to coordinate multiple projects, activities, and events as well as organizing reunions by working with class representatives.

- Good at prioritizing to meet deadlines.
- High professional and ethical standards to handle sensitive and confidential information.
- Preferred skills using Raiser’s Edge and Microsoft Office Suite

MINIMUM QUALIFICATIONS

Education

Preferred: Bachelor's degree

Experience

Required: 1 years of applicable experience.

Preferred: 3-5 years of applicable experience.

Experience in a school and/or non-profit environment is a benefit, but not required.

Experience with Raiser’s Edge Software

Working Conditions

Generally, work is done in an office environment with pleasant working conditions. The work hours are reasonably regular. As part of an events and project oriented team, Advancement team members must have the ability to work some nights and weekends as needed to support events.

Physical Requirements

Rarely required to exert physical effort.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Staff Application for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

**Career Opportunity
St. Thomas High School
4500 Memorial Dr.
Houston, TX 77007**